

Cover Letter A Student Form

Purpose/Audience

- ☒ **Established a purpose for the letter, maintains clear focus, strong awareness of audience letter is written to, appropriate tone**

Idea Development

- ☒ **Ideas are clearly communicated and concise**
- ☒ **Provides thorough support of ideas**
- ☒ **Makes statement of where specifically learned about job**
- ☒ **Specific about personal skills and how relates to job**
- ☒ **Contact information with time and number provided**
- ☒ **Job specific, employer specific **and** relates to student's own experience, objectives and goals**

Organization

- ☒ **All components of business letter format is present**
- ☒ **Ideas well organized**
- ☒ **Makes accurate reference/s to place of business**
- ☒ **Transitions in letter flowed from one idea to the next**
- ☒ **Font – Times New Roman or Arial size 12**

Signature

- ☒ **Signature in ink above typewritten name**

Language

- ☒ **Formal business letter language (specific lang. Pertains to job)**
- ☒ **Makes detailed reference to enclosed resume to support qualifications**

Correctness

- ☒ **Paragraphs are completely developed**
- ☒ **No spelling or grammar errors**
- ☒ **No punctuation errors**
- ☒ **No capitalization errors**
- ☒ **Headings/addresses are complete**
- ☒ **Salutation is addressed to specific person at place of employment**